



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600



REPLY TO
ATTENTION OF

DAIM-FD

S: 7 January 2002

14 NOV 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for Fiscal Year (FY) 2005 Military Construction, Army (MCA) Project Review Boards

1. The purpose of this memorandum is to provide information and initial guidance for the FY 2005 MCA Project Review Board (PRB) and project submittals. The FY05 MCA PRB is currently scheduled for the March 2002 timeframe. Additional PRB guidance for specific dates/location/projects to be briefed will be provided later this fall/early winter.
2. To prepare for the PRB, request all MACOMs submit their priority lists for Revitalization and Army Facility Strategy projects to this Headquarters by 7 January 2002. These project lists should be included as part of your Program Objective Memorandum (POM) 04-09 submission later this fiscal year. MCA POM Supplementary Guidance is anticipated to be forwarded in December 2001.
3. During POM 03-07, substantial Military Construction (MILCON) dollars were added to the program. The additional funds, and subsequent FY02 Congressional Adds, have enabled the Army to gain ground towards our 67 year recapitalization rate goal for our facilities. The FY03 Budget Estimate Submission FYDP contains projects in the outyears that need to be reviewed and validated.
4. FY03 and FY04 are considered locked and will not be adjusted further unless approved and directed by this headquarters. All FY03 and FY04 projects have been released for design. You should use the FY03 BES FYDP as your initial reference document for projects in FY05 – FY07.
5. All projects considered for inclusion in the FYDP must have valid form numbers. Projects submitted with "TBD" (To Be Determined) form numbers will not be reviewed. Projects must have completed DD Form 1391 packages (e.g., DD Form 1391, economic analysis, environmental status or documentation) by 7 January 2002. The DD Forms 1391 should be permitted to this headquarters at that time. Please advise your installations to notify their Corps of Engineers (COE) certification authority when they have submitted their DD Forms 1391 to your office and that the forms are ready for COE review and certification. The DD Form 1391 provides the need, scope, and cost of a requirement. Without this documentation, Headquarters, Department of the Army cannot validate your projects.
6. Additional submittal guidance is provided at enclosure 1 (Revitalization Projects) and enclosure 2 (Army Facility Strategy Projects). Priority project lists need to be submitted electronically, a hard copy of the worksheets are provided at enclosure 3. An electronic copy of the worksheets can be found at <http://www.hqda.army.mil/acsimweb/homepage.shtml>.



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7. My points of contact for information are Ms. Carey Klug, (703) 692-9206, email carey.klug@hqda.army.mil; Mr. Phil Lynah, (703) 614-4380, email phillip.lynah@hqda.army.mil; and Ms. Wendy Schmidt, (703) 692-9231, email wendy.schmidt@hqda.army.mil.

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:



JOHN B. NERGER
Director, Facilities and Housing

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